
MSFC Safety *Bulletins*

Travel Safety

Many of MSFC's employees and contractors are required to travel as part of their job. We want all employees to be safe during both their business and leisure travels. The following list contains a few tips to help you stay safe when traveling.



Before You Begin your Travel:

- Obtain information about your TDY location. Ask coworkers who have visited your travel destination. There are [several map programs](#) available on the web to help you locate your hotel or meeting place.
- Obtain instructions on how to seek medical assistance enroute to and at your TDY location
- Verify your emergency notification information in your employee personnel file
- Leave an itinerary with a supervisor or friend/spouse
- Prepare a list of important telephone numbers to take with you
- When possible leave a telephone number where you can be contacted
- Plan your stay at hotels with controlled personnel access
- Fill medication prescriptions to fulfill needs of TDY duration
- Hand carry needed medications, do not pack them in luggage you plan to check
- Leave all unnecessary credit cards at home
- [Wear comfortable clothing](#) made from natural fibers. Long pants and long sleeves are preferable.

During Travel:

- Be aware of your surroundings
- Do not leave your personal belongings/luggage unattended
- When traveling by air, count the number of rows from your seat to the nearest exit. In case of an emergency, it may be difficult to see your way to the exit.
- Keep your seatbelt fastened while in your seat in case of unexpected turbulence
- Learn severe weather warning system unique to the area you are staying
- Don't travel with lots of cash or be obvious with cash

- Secure personal belongings
- Cooperate with robbers; freely give them cash or vehicle
- Keep hotel room doors locked
- After checking into your hotel, call the hotel operator from a lobby phone and ask to be connected to your room giving only your name (i.e., don't give your room number). Sometimes the hotel operator doesn't have your name on file. If so, he would not be able to connect calls to your room and you could miss an important call from home.
- Do not open hotel door to unknown people. If you have not requested anything from the hotel staff, check with the front desk before opening the door to anyone claiming to be a hotel employee.
- Review the hotel's fire exit information
- Check with the desk clerk on places not to go/where not to jog or walk
- Ask the rental car clerk for driving directions to your hotel
- Park vehicle in well lighted areas
- Keep vehicle doors locked while driving
- If stopped by a police officer while driving; proceed to a populated and well lit area

Reporting Injuries and Property Loss or Damage:

- Report all injuries to your supervisor
- Report all losses of government property (e.g., computer notebooks, cell phones) immediately to your property custodian
- Follow instructions supplied by rental car agency for reporting damage to rental vehicle

Lessons Learned:

- Report lessons learned to the Industrial Safety Team (544-0046 or [SCRS](#))
- Report unique safety precautions and warnings to frequently traveled TDY destinations

A few useful links:

- [State Dept. safety tips for traveling abroad](#)
- [Travel Warnings & Consular Information Sheets](#)
- [State Department Travel Publications](#)